

Advisor Name(s): Galli CTSO Program: DECA Location: Cascade High School

Career & Technical Education Student Organization (2013 – 2014)

STUDENT LEADERSHIP – PROGRAM OF WORK

Each Career & Technical Education Student Organization advisor is required to file a Student Leadership Program of Work on or before **October 5, 2012**. The Program of Work will be developed and signed by Student Leadership officers and advisors. This Program of Work should include the following information:

Major Category	Event / Activity	Start Date	Completion Date	Advisors Responsibility	Student Responsibility	Cost and or Resources Needed
Leadership – Student officers & training • Roles & responsibilities ▪ Activities for Leadership growth • Meeting dates • Membership – plan to recruit and retain members (promotional activities)	DECA Officers Kickoff	08/21/2013	08/20/2013	prepare agenda	develop program of work, work on membership advertising	paper
	Freshman Orientation	08/28/2013	08/28/2013	supervision of students	pass out promotional materials, talk to students	paper, media station, DECA pencils (DECA \$)
	Parent Membership meeting	09/17/2013	09/17/2013	prepare agenda, complete information packet	NA	paper, media station, (DECA \$)
	DECA Meetings	09/06/2013	06/13/2014	send out reminders, work with officers to form agenda, supervise students (average 2 meetings on every other Wednesday)	address agenda items, complete tasks for upcoming events	paper, food (DECA \$)
	DECA Officer Meetings	09/06/2013	06/13/2014	send out reminders, work with officers to form agenda, supervise students (average 2 -3 meetings a month on every other Friday morning)	address agenda items, plan upcoming events, complete tasks for upcoming events	paper, food (DECA \$)



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	DECA Fall Leadership Conference	11/14/2013	11/16/2014	supervise students	attend workshops, report back to the membership	transportation, registration (DECA \$)
	State Parent Meeting	02/26/2014	02/26/2014	prepare agenda, complete information packet	NA	NA
	Dine with DECA 8 th grade visitations	06/04/2014	06/04/2014	complete paperwork, organize schedule, plan other activities	discuss the program with the students	promotional items
Educational Activities i.e., field trips, guest speakers, trade shows	Industry Field Trip	TBD	TBD	complete paperwork, supervise students	assist in planning event, participate in event	transportation, classroom coverage
	DECA Mariners Day	May 2014	May 2014	complete paperwork, supervise students	participate in career discussion	transportation, classroom coverage
	DECA Sounders Night	TBD	TBD	complete paperwork, supervise students	participate in career discussion	transportation, classroom coverage
Social/Recreational i.e., host another chapter social, community events	Leadership Camp	10/09/2013	10/09/2013	complete paperwork, supervise students	participate in all activities	Students pay to participate, refreshments, prizes (DECA \$)
	Staff Ice Cream Social	10/18/2013	10/18/2013	obtain and organize materials, supervise students	assist in planning event, participate in event	ice cream (DECA \$)
	Area 2 Unification	TBD	TBD	complete paperwork, supervise students	participate in all activities	NA
	DECA Induction Ceremony	10/23/2013	10/23/2013	complete paperwork, supervise students		Refreshments (DECA \$)
	End of the Year Officer Dinner	06/05/2014	06/05/2014	supervise students, complete paperwork	execute event, promotions	promotional items



Major Category	Event / Activity	Start Date	Completion Date	Advisors Responsibility	Student Responsibility	Cost and or Resources Needed
	End of the Year Member celebration	05/30/2014	05/30/2014	supervise students, complete paperwork	execute event, promotions	TBD per person paid by the students
Community Service i.e., inventory for local merchant, canned food drive, adopt a community organization, service projects	High School and Beyond Night	October 2013	October 2013	complete paperwork, supervise students	plan and execute event, promotions, volunteer liaisons, run sessions	NA
	“Read to Lead”	TBD	TBD	complete paperwork, supervise students	execute event, promotions	TBD
	Funfest	10/26/ 2013	10/26/2013	complete paperwork, supervise students	execute event, promotions	decoration supplies, candy
	Blood Drive	TBD	TBD	complete paperwork, supervise students	supervise the activity	NA
	Safeway Takeover	TBD	TBD	contact Safeway, complete paperwork, plan activities, supervise and coordinate students	participate in job shadowing a variety of departments	promotional items
	Spring Egg Hunt	TBD	TBD	complete paperwork, supervise students	execute event, promotions	decoration supplies, candy
Competitive Events i.e., Local, Sub-District, District, Regional, State, Nationals	Mother/Son event	04/11/2014	04/11/2014	complete paperwork, supervise students	execute event, promotions	decoration supplies, candy
	Competition Practices	Nov 2013	Nov 2013	invite students, prepare materials, instruct students	attend event	NA
	Area 2 Competition	01/15/2014	01/15/2014	complete paperwork, register students, manage event, coordinate judges, supervise students	attend event	snacks for judges, judging materials
	State Competition	03/06/2014	03/08/2014	complete paperwork, register students, manage event, meet with parents, supervise students	attend event	registration, transportation, classroom coverage



Major Category	Event / Activity	Start Date	Completion Date	Advisors Responsibility	Student Responsibility	Cost and or Resources Needed
	National Competition	TBD	TBD	complete paperwork, register students, manage event, supervise students	competition practices, study event, compete	registration, housing, meals, transportation, classroom coverage
Ways and Means i.e., How Program of Work will be funded (Fund Raisers)	Staff Apparel	October 2013	October 2013	design items, order form, obtain samples	NA	NA
	Senior/Staff Basketball Game	06/06/2014	06/06/2014	complete paperwork, organize event, account for funds, supervise students	execute event, promotions, sell tickets	paper (DECA \$)
Other i.e., Membership, Recognition of Accomplishments	Honor Cords	June 2014	June 2014	order items, nominate candidates, organize voting process	complete application	DECA \$
	Officer Awards	June 2014	June 2014	order certificates, complete certificates, obtain appropriate signatures	NA	Paper (DECA \$)
End of School Year Final Interview/report from students on the Program of Work						

Additionally, each CTSO advisor will report their activities by _____, _____ and _____. These reports will include progress on the Student Leadership Program of Work as well as other student advisory activities.

Advisor Name(s) (*printed*): Jodi L. Galli

Advisor Signature(s) & Date: _____

CTSO President Name (*printed*): Emily Irwin

CTSO President's Signature & Date: *Emily Irwin* 10/4/13

Program Advisory Chair (*printed*): _____

Program Advisory Chair Signature & Date: _____

CTE Director Signature: _____